

**THE CREATIVE INDUSTRIES MASTERCLASS PROGRAMME (TCIMCP)**

**INDUSTRY PLACEMENT AND FREELANCE ROLE APPLICATION FORM**

Please complete the form below carefully to apply for admissions to our membership industry and freelance programme

Please save your form and email it to the admissions team at:

[**contact@thehouseofradha.co.uk**](mailto:contact@thehouseofradha.co.uk)

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERSONAL CONTACT INFORMATION:** | | **TITLE:** |  | | | | | | |
| FIRST NAME: | |  | | | | | | | |
| SURNAME: | |  | | | | | | | |
| CONTACT ADDRESS: | |  | | | | | | | |
| COUNTRY: | |  | | | | | |
| POST CODE: | |  | | | | | |
| TELEPHONE NUMBER: | | MOBILE NUMBER: | |  | | | HOME NUMBER: | |  |
| NATIONALITY: | |  | | | | | | | |
| DATE OF BIRTH: DD/MM/YYYY | |  | | | | | | | |
| GENDER: | |  | | | | | | | |
| CURRENT STUDENT STATUS:  (PLEASE INDICATE IF YOU ARE A  UK OR INTERNATIONAL STUDENT) | |  | | | | | | | |
| **EDUCATION AND EXPERIENCE (MOST RECENT):** | | | | | | | | | |
| EDUCATIONAL INSTITUTION NAME: |  | | | | QUALIFICATION  STUDYING OR ACHIEVED: |  | | | |
| DATE OF STUDY STARTED |  | | | | DATE OF STUDY COMPLETED | | |  | |
| EXPERIENCE GAINED: |  | | | | | | | | |
| **EDUCATION AND EXPERIENCE:** | | | | | | | | | |
| EDUCATIONAL INSTITUTION NAME: |  | | | | QUALIFICATION  STUDYING OR ACHIEVED: |  | | | |
| DATE OF STUDY STARTED |  | | | | DATE OF STUDY COMPLETED | | |  | |
| EXPERIENCE GAINED: |  | | | | | | | | |

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| **EDUCATION AND EXPERIENCE:** | | | | | | | | | | |
| EDUCATIONAL INSTITUTION NAME: |  | | | | QUALIFICATION  STUDYING OR ACHIEVED: | | |  | | |
| DATE OF STUDY STARTED |  | | | | DATE OF STUDY COMPLETED | | | |  | |
| EXPERIENCE GAINED: |  | | | | | | | | | |
| **LANGUAGE SKILLS:** | | | | | | | | | | |
| FIRST LANGUAGE IF OTHER THAN ENGLISH: | | | |  | | | | | | |
| I HAVE TAKEN AN ENGLISH LANGUAGE PROFICIENCY TEST: (OFFICIAL MARKS REQUIRED FROM TEST COMPANY) | | | |  | | | | | | |
| IF YOU STILL REQUIRE SOME ENGLISH SUPPORT? | | | |  | | | | | | |
| **(TCIMCP) MEMBERSHIP PACKAGE APPLYING FOR:** | | | | | | | | | | |
| MEMBERSHIP PACKAGE:  INDUSTRY PLACEMENT & FREELANCE ROLE  12 Months Membership | | |  | | | | FEE PAID £45.00:  **(OFFICE USE ONLY)** | | |  |
| **REMOTE INDUSTRY PLACEMENT WORK STRUCTURE**  **How many days do you want to work each week:**  Choose Remote Industry Placement Days and hours you want to work (working week is Monday – Friday) | | | | | | | | | | |
| (14 hours, 2 Days) | | (21 hours, 3 Days) | | | | (35 hours, 5 Days) | | | | |
|  | |  | | | |  | | | | |
| WHICH INDUSRY PLACEMENT ROLE DO YOU WANT TO DO (PLEASE INDICATE A FIRST AND SECOND CHOICE): | | | |  | | | | | | |
| WHEN DO YOU WANT TO START THE INDUSTRY PLACEMENT ROLE WITH THE HOUSE OF RADHA: DD/MM/YYYY | | | |  | | | | | | |

**WHY ARE YOU APPLYING TO BE PART OF THE CREATIVE INDUSTRIES MASTERCLASS PROGRAMME (TCIMCP)**

**INDUSTRY PLACEMENT AND FREELANCE ROLE**

|  |  |  |
| --- | --- | --- |
| TO DEVELOP MY EMPLOYABILITY SKILLS |  | |
| I AM CONSIDERING A NEW CAREER PATH |  | |
| TO GAIN INDUSTRY EXPERIENCE |  | |
| GROW MY CREATIVE NETWORK |  | |
| OTHER |  | |
| **CHARACTER REFERENCES**  PLEASE PROVIDE US WITH DETAILS OF PEOPLE THAT WE CAN CONTACT TO OBTAIN A REFERENCE ON YOUR BEHALF. IT COULD BE A PROGRAMME LEADER, LECTURER OR MENTOR AT YOUR INSTITUTION OR YOU CAN SEND THEM TO US IF YOU ALREADY HAVE A COPY ACCESSIBLE | | |
| **REFERENCE 1** | | **REFERENCE 2** |
|  | |  |

**THE CREATIVE INDUSTRIES MASTERCLASS PROGRAMME (TCIMCP) industry placement and Freelance roles are all online based, however there might be an occasion where you can actually meet the CEO/Creative Director in person at one of the collaborative educational institutional partners.**

**We will just need to know if there is any further support you will require. All the information that you provide will be kept securely and only used as part of the admissions process.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Do you have any access requirements you would like us to be aware of? | | | | | |
|  | | | | | |
| Is there any other support you will need to take on an Industry Placement or Freelance Role? | | | | | |
|  | | | | | |
| **RECRUITMENT AGENT DETAILS IF APPLICABLE:** | | | | | |
| Agents Full Name: |  | |  | |  |
| Contact Address: |  | | | | |
| Mobile Telephone Number: |  | | | | |
| Email address: |  | | | | |
| Region Recruiting for: |  | Agent Number: | | **THOR/** | |

**Guidelines when creating your personal statement**

This is a chance to provide further insight into your learning and career aspirations. This will also help us through the application process to understand your personal development needs and for us to create a detailed personal development action plan to support you through the (TCIMCP) Industry Placement freelance Role

**Please include some of the points in the statement;**

- Future Career and personal development aspirations

- The employability skills that you would like to develop further

- Your current industry experience, employment or hobbies that you are passionate about that relate to your career goals

|  |
| --- |
| **PERSONAL STATEMENT:** |
| Please add your statement here of why you would like to be part of THE CREATIVE INDUSTRIES MASTERCLASS PROGRAMME (TCIMCP) SESSIONS OR THE INDUSTRY PLACEMENT AND FREELANCE MEMBERSHIP PROGRAMME.  **(500 Words statement max 800) if applying for an Industry placement and freelance role)** |

***Terms and Conditions***

You are expected to fulfill the entire period of time with THE HOUSE OF RADHA LTD that was agreed by both parties at the interview agreement stage. In event of your circumstances changing, you are required to give a minimum of 14 days notice from when you have accepted the offer. We reserve the right to not recognise your contribution and refusing any accreditation, certificate and providing a reference if any fee remains outstanding or you have not followed the terms and conditions.

Please be aware that by signing this form you agree to a strict NON disclosure policy for which you are obliged to keep all information confidential and forbidden to reveal any detail of work carried out to third parties at any given time which includes verbal, written and visual material you may be in contact with.

The Industry placement is an unpaid 4 week placement working for THE HOUSE OF RADHA LTD through the membership packages. We will require you to pay a fee of £25 for the admissions and application process that will be done at the start once you have completed the application form and are ready to submit it to us.

A link will be sent by THE HOUSE OF RADHA LTD via email and that will take you straight to the website to make the payment to us. You will then receive a confirmation from us and then you will be ready to commence your Industry Placement with us on the date confirmed with the Creative Director. You must be 18+ and in a full time or part time programme at a Higher Educational Institution or coming through one of our educational partner Institutions.

If you are applying for the membership package that includes an Industry Placement for 4 weeks and a 3 month freelance role then you will have to be registered to cover your own Tax and NI costs as a soul trader or freelancer. This is a commission based role so you will need to keep records that will be submitted to the Creative Director on a weekly basis. Also appropriate insurance i.e public liability insurance or business insurance as you will be trading as a freelancer or soul trader. You will also be provided with a legal freelance contract to read and sign, once the application process has been approved and references have been cleared. This will complete the process for a start date to be arranged to commence working with us.

#### I declare that the information I have supplied on and with this form is complete and correct. I understand that the giving of false or incomplete information may lead to the refusal of my application or cancellation admission of my membership. I have read and understood and agree to abide by the terms and conditions of the THE HOUSE OF RADHA LTD. If you have any questions please don’t hesitate to contact us at [contact@thehouseofradha.co.uk](mailto:contact@thehouseofradha.co.uk)

#### [www.thehouseofradha.co.uk/terms](http://www.thehouseofradha.co.uk/terms) and agree to; abide by the Cancellation and Refund policy and to pay all tuition and sundry expense fees as they become due.

Full Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Office use only:**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Application Number |  | Student ID No. |  | Interview Outcome |  |
| Fee Paid |  | Start Date |  | Subject Area |  |

**Guidance when completing the Application form for**

**THE CREATIVE INDUSTRIES MASTERCLASS PROGRAMME (TCIMCP) 2023**

**Information that we are requesting through the programmes sessions admissions process and industry placement or freelance membership pathway**

Through the admissions process you will be asked to enter personal information that we will only use to assess your eligibility for a place on our (TCIMCP) programme sessions or industry placement and freelance roles. Data such as contact details, data related to qualifications, education, employment and your referee.

You freely provide us with your personal data and if you don’t provide your agreement and information then we are unable to make a decision on your application and you may not benefit from all of the support available. We are also committed to holding any data you have supplied to us securely and in accordance with information security guidelines.

Please note (you have the right for your personal data and to withdraw consent at anytime or if you feel that you want to us to stop sending you any marketing material or just want your data erased then please contact us with this request using email; [contact@thehouseofradha.co.uk](mailto:contact@thehouseofradha.co.uk)

**Which email address will you use to send me emails and correspondence through?**

You will be asked to enter some basic personal information, including an email address. This is what we will use to send information and correspondence to.

**I have submitted my application and now I want to send some additional supporting documents or I have missed something?**

You can email supporting documents or queries to [contact@thehouseofradha.co.uk](mailto:contact@thehouseofradha.co.uk)

Please ensure you include any reference number that has been provided to you via email.

What documents can be uploaded?

Please make sure that you create small files when sending portfolios or extra documents maximum 5MB and the file types we accept – DOC, PDF, and JPG

- Portfolio of work - CV

- Personal Statement - Reference

- Results - Proof of English Language Qualifications e.g. IELTS or TOEFL certificate

- Previous Visas

**How do I include a reference from my referee?**

If you already have a copy of your reference you can upload as a supporting document. Please ensure you include any reference numbers we have provided you with.

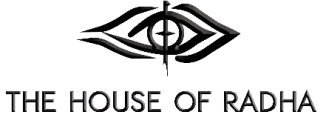
**When will I hear back about my application?**

Once you have submitted your application you will receive a confirmation e-mail with a reference number. Your application will be processed for admission once the membership fee has been paid in full through the link that we will send. You will then receive another email from us within 14 days with a decision and further details about an interview if successful at application stage.

**Is there a guidance document or help during the application process available?**

Guidance has been provided through the application, however if you are still needing further support or have a question you can email us on [contact@thehouseofradha.co.uk](mailto:contact@thehouseofradha.co.uk)

THE HOUSE OF RADHA LTD ALL RIGHTS RESERVED 2023 COPYRIGHT

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**Appendix A**

**Model Cancellation Form**

(Complete and return this form only if you wish to withdraw from the Industry Placement or Freelance Role through THE CREATIVE INDUSTRIES MASTERCLASS PROGRAMME TCIMCP)

To

UK Admissions, THE HOUSE OF RADHA Limited, [contact@thehouseofradha.co.uk](mailto:contact@thehouseofradha.co.uk)

I hereby give notice that I wish to cancel my application and/or withdraw from attending (insert details of the Membership Package at (THE HOUSE OF RADHA).

(Please set out below the reasons for your cancellation, including attaching all relevant information relating to your cancellation as may be required under the Terms and Condition).

The reason(s) for my cancellation are:

Name of Student:

Address of Student

Signature of Student (digital signature will be accepted)

Date: